



**Board of Nursing Home Administrators  
Minutes  
November 9, 2007**

**Time:** 9:30 a.m.

**Location:** **Comfort Inn**  
1620 74th Ave SW  
Tumwater, WA 98501  
*Link for directions at the end of this notice*

**Contact Person:** Kendra Pitzler, Program Manager  
(360) 236-4723

**Board Members:** Susan Quigley, Chair, NHA  
Stacy Mesaros, NHA  
Kylle Fish, NHA  
Ila Pound, RN  
Mary Sue Gorski, ARNP

**Assistant Attorney General:** Gail Yu, Assistant Attorney General

**Staff:** Bonnie King, HPQA Director  
Paula Meyer, Executive Director  
Kendra Pitzler, Program Manager  
Robin Sheldon, Program Assistant

**1. Opening – Susan Quigley, Chair – DISCUSSION/ACTION**

- A. Call to Order Susan Quigley, Chair, called the meeting to order on November 9, 2007, at 9:30AM.
- B. Introductions were made by the Board of Nursing Home Administrators (BNHA) members, staff, and members of the audience.
- C. Order of Agenda
- D. Correspondence – No correspondence was presented at this time.
- E. Announcements – No announcements were presented at this time.
- F. Other – No other business to announce.

**Board of Nursing Home Administrators**

**November 9, 2007**

**Agenda – Page 2**

**2. Consent Agenda—DISCUSSION/ACTION**

**Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.**

A. Approval of November 9, 2007 agenda.

B. Approval of August 10, 2007 minutes.

**DECISION:** A motion was made to move from the consent agenda items 2-C and 2-D to the regular meeting agenda. This motion was seconded and passed unanimously.

C. Washington State Registered Nurse Supply and Demand Projections: 2006-2025

**DISCUSSION:** Ms. Meyer reviews with board the supply and demand projections of the RN and LPN study.

D. Integrated Licensing and Regulatory System (ILRS) Update.

**DISCUSSION:** Ms. Pitzler and Ms. Meyer updated the members on the new system that is scheduled to be in place with the Department by early 2008.

**3. Mandatory Reporting – Dianna Staley - DISCUSSION/ACTION -**

*Presentation made to the Board on the Mandatory Reporting rules and the next steps.*

**DISCUSSION:** Components of the bill reviewed by board members, including the review of the rule jurisdiction model as jurisdiction changes from the Board to the Secretary.

**4. State Auditors Office, Performance Audit Results and Report – Paula Meyer – DISCUSSION/ACTION –**

*Ms. Meyer discussed with the board members the results of the audit and the next steps.*

**5. Discipline Issues – Paula Meyer – DISCUSSION/ACTION –**

*The Board will discuss whether to adopt new policies relating to investigations.*

A. Develop threshold criteria.

B. Delegation of Authorization to Investigate.

**DISCUSSION:** Governor has requested that a sub-committee be created to examine thresholds and develop criteria for delegating the opening of complaints to investigations.

**ACTION:** A sub-committee panel of three BNHA members is created to examine thresholds and to define criteria. Three members are: Kylene Fish; Stacy Mesaros; and Mary Sue Gorski.

**6. Rules Update – Kendra Pitzler – DISCUSSION/ACTION**

A. NHA Licensure - Nursing Home Administrator Licensure Rules

**DISCUSSION:** Preceptor training criteria regarding the AIT Rules is open for changes.

**ACTION:** Members consent that this should go forward.

B. Board of Pharmacy – Medication Disposal Rules

C. Nursing Assistant Rules

D. RN/LPN Licensure Rules

**DISCUSSION:** Discussion of Licensure rules that impact NHA's. Rules to reflect easier qualification language for those professionals endorsing from another state. Focus is on professionals with expired licenses/credentials and with professionals with foreign transcripts.

**7. Update on Recent Conferences – Paula Meyer - DISCUSSION/ACTION-**

A. Board Chair/Commission Member Conference – September 2007

B. NAB Reg. Conference – October 2007 – Kendra Pitzler

**DISCUSSION:** Continuing competencies, Endorsement agreements, and practice exams with NAB maybe soon available from retired national exam questions.

C. Citizen Advocacy Center – October 2007

**DISCUSSION:** Public members on board are not professionals within the field. Discussion regarding the support to public members while in their positions. Setting up an Orientation of Public Members was discussed as a possible collaborated effort with other commissions and boards. Also, a proactive approach is encouraged to improve competencies. Scope of practice material was discussed regarding any impaired practitioner, and how the board would handle these issues.

**8. Program Report –Kendra Pitzler -DISCUSSION/ACTION**

A. Signature Delegation – *Update of signature delegation for rules documents.*

B. Preceptor Training Update – *Update on obtaining preceptor training.*

**DISCUSSION:** Mary Ersek and others will set up meeting to discuss the standard measurements of evaluating the best contractor for the Preceptor Training.

C. Newsletter Update – *Update on work needed to produce a newsletter.*

**DISCUSSION:** Members discussed the opportunity to share a portion of the Newsletter and dedicate it to BNHA Business. This opportunity is also open to other professional boards/commissions/panels in a way to combine these efforts.

**9. Health Services Quality Assurance Division (HSQA) Updates – Bonnie King, HPQA Director, DISCUSSION/ACTION**

*This presentation included an update on the HSQA reorganization.*

**10. Closed Session – Case Authorization & Case Disposition Panels**

*RCW 18.130 gives the Board authority to investigate all complaints and reports of unprofessional conduct as well as issue statement of charges or settlement agreements. This law also gives the Board the authority to establish panels consisting of three or more to perform these duties. Case Authorization and Case Disposition panels are used to review complaints and investigations to determine appropriate actions.*

**ACTION:** The Board went into closed session to review complaints and investigation and determine appropriate action.

**9. Closing**